

Subject: ALARACT 077/2013 - TRAINING TRAVEL GUIDANCE FOR U.S. ARMY TRAINING CENTER AND FORT JACKSON
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UNCLASSIFIED/

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SUBJECT: TRAINING TRAVEL GUIDANCE FOR U.S. ARMY TRAINING CENTER AND FORT JACKSON

REFERENCES:

- A. MEMORANDUM, DAMO-TRI, 2 JUNE 2008, WITH ENCLOSURE, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY.
- B. ALARACT (018/2010), MESSAGE 152022Z JAN 10, SUBJECT: TRAINING TRAVEL POLICY.
- C. DA MSG, DAMO-TRI, 032043Z FEB 12, SUBJECT: PRIVATIZATION OF ARMY LODGING (PAL).
- D. ALARACT (308/2012), MESSAGE 012103Z NOV 12, SUBJECT: U.S. ARMY DRILL SERGEANT SCHOOL TRAINING TRAVEL GUIDANCE.

1. THE INTENT OF THIS MESSAGE IS TO PROVIDE POLICY, ADMINISTRATIVE AND FUNDING GUIDANCE IN THE EXECUTION OF ARMY MILITARY PERSONNEL TEMPORARY DUTY/ACTIVE DUTY FOR TRAINING (TDY/ADT) ORDERS, HOUSING (E.G., BARRACKS AND GOVERNMENT PROVIDED LODGING) AND SUBSISTENCE GUIDANCE FOR THOSE ATTENDING SELECTED INSTITUTIONAL TRAINING UNDER THE PURVIEW OF THE U. S. ARMY TRAINING CENTER (SC 805), VICTORY UNIVERSITY (SC 805V), U.S. ARMY PHYSICAL FITNESS SCHOOL (SC 805P), U. S. ARMY DRILL SERGEANT SCHOOL (SC 615) AND THE 108TH TRAINING COMMAND (USAR), DRILL SERGEANT COURSE (SC R615).

2. REFERENCE A IS EFFECTIVE WITH THE TRANSFER OF OWNERSHIP FROM GOVERNMENT ARMY LODGING TO REST EASY, LLC UNDER INTERCONTINENTAL HOTELS GROUP (IHG) ON 1 MAY 2013. GUIDANCE DOES NOT APPLY TO NON-PRIOR SERVICE (NPS) OR PRIOR SERVICE (PS) ENLISTEES ATTENDING INITIAL SKILLS TRAINING (E.G., BASIC COMBAT TRAINING AND ADVANCED INDIVIDUAL TRAINING (AIT) OR AIT FOLLOW-ON TRAINING), TRAINING EXECUTED IN A PERMANENT DUTY STATION (PDS) STATUS, OR OVERSEAS CONTINGENCY OPERATIONS (OCO) COURSES.

3. SOLDIERS ATTENDING TRAINING IN A TDY/ADT STATUS NOT COVERED UNDER THE PURVIEW OF THIS MESSAGE WILL REQUIRE LODGING AND MEAL REIMBURSEMENT BY THE ORDER ISSUING OFFICIAL.

4. THE HQDA, DCS G-37/TR GOAL IS TO MAXIMIZE THE USE OF HOUSING (BARRACKS AND LODGING) ON FORT JACKSON FOR TDY/ADT SOLDIERS. SOLDIERS ATTENDING THE FOLLOWING COURSES WILL REPORT TO IHG LODGING, BUILDING 7550 FOR A ROOM ASSIGNMENT.

4.A. MASTER RESILIENCE TRAINING (MRT) (EXCEPT THOSE ATTENDING MRT AS A FOLLOW-ON TO AIT PLATOON SERGEANT COURSE)

4.B. TRADOC BDE/BN COMMANDER'S PRE-COMMAND.

4.C. INITIAL ENTRY TRAINING COMPANY COMMANDER AND FIRST SERGEANT.

4.D. MASTER FITNESS TRAINER.

5. COST OF GOVERNMENT PROVIDED LODGING, WHETHER ON-POST OR OFF-POST, WILL BE AT NO COST TO SOLDIER. SOLDIERS ASSIGNED TO OFF-POST CONTRACTED HOTELS MAY BE RECALLED TO ON-POST FACILITIES BY THE GOVERNMENT. DURING CHECK-IN, SOLDIERS WILL BE NOTIFIED OF THE DATE OF RECALL, IF AVAILABLE, FROM OFF-POST GOVERNMENT PROVIDED LODGING. THE SOLDIERS' MOVEMENT WILL ONLY OCCUR ONCE, BE SCHEDULED FOR A WEEKEND OR HOLIDAY AND ONLY WHEN THE REMAINDER OF THE STAY EXCEEDS FOURTEEN DAYS. RECALL TO ON-POST GOVERNMENT PROVIDED LODGING IS MANDATORY AND NOT WAIVED.

6. THE U. S. ARMY MISSION INSTALLATION CONTRACTING COMMAND (MICC), FORT JACKSON WILL BE RESPONSIBLE FOR AWARD AND ADMINISTRATION OF OFF-POST CONTRACTS FOR COMMERCIAL LODGING PER POLICIES AND PROCEDURES AS SPECIFIED IN THE FEDERAL ACQUISITION REGULATION (FAR).

7. SOLDIERS ATTENDING THE FOLLOWING COURSES IN A TDY/ADT STATUS WILL REPORT AS FOLLOWS:

7.A. WHEELED VEHICLE MECHANIC (91B10) ATTENDEES WILL REPORT TO BUILDING 2245 FOR IN PROCESSING AND ASSIGNMENT TO BARRACKS.

7.B. DRILL SERGEANT AND DRILL SERGEANT RECERTIFICATION ATTENDEES WILL REPORT TO 9576 PICKENS AVENUE FOR IN PROCESSING AND ASSIGNMENT TO BARRACKS. BARRACKS OVERFLOW CAN BE ASSIGNED TO IHG LODGING UNTIL BARRACKS SPACE BECOMES AVAILABLE.

7.C. ADVANCED INDIVIDUAL TRAINING (AIT) PLATOON SERGEANT/MRT FOLLOW-ON ATTENDEES WILL REPORT TO BUILDING 9576 PICKENS AVENUE FOR IN PROCESSING AND ASSIGNMENT TO BARRACKS. BARRACKS OVERFLOW CAN BE ASSIGNED TO IHG LODGING UNTIL BARRACKS SPACE BECOMES AVAILABLE.

8. SOLDIERS ATTENDING THE WHEELED VEHICLE MECHANIC (91B10) COURSE AND AIT PLATOON SERGEANT COURSE/MRT FOLLOW-ON ATTENDEES WHO REPORT ON OR AFTER 1 MAY 2013 WILL BE DIRECTED TO SUBSIST AT NO COST TO THE SERVICE MEMBER SEVEN DAYS PER WEEK. PER REFERENCE D, DRILL SERGEANT AND DRILL SERGEANT RECERTIFICATION SOLDIERS WILL CONTINUE TO SUBSIST AT NO COST TO THE SERVICE MEMBER SEVEN DAYS PER WEEK.

9. FULL MEAL PER DIEM IS AUTHORIZED FOR SOLDIERS ATTENDING COURSES IDENTIFIED IN PARAGRAPH 4.A THROUGH 4.D.

10. THE SENDING COMMAND IS RESPONSIBLE TO EDUCATE/BRIEF SOLDIERS ON TRAVEL ENTITLEMENTS/AUTHORIZATIONS. TRAINING TRAVEL ORDERS PUBLISHED BEFORE LODGING TRANSFER WILL NOT BE AMENDED. SOLDIERS WILL BE DIRECTED TO SETTLE THEIR ARMY LODGING ACCOUNT BEFORE THE TRANSFER BECOMES EFFECTIVE NO LATER THAN 28 APRIL 2013. GROUP LODGING RESERVATIONS WILL BE MADE FOR THOSE WITH AN ATRRS CONFIRMED R RESERVATION BY TRAINING ACTIVITIES IN COORDINATION WITH IHG LODGING. SOLDIERS WILL CONFIRM THEIR ROOM RESERVATION BY CALLING (803) 782-9802 BEFORE TRAVEL COMMENCES. CERTIFICATION OF NON-AVAILABILITY WILL NOT BE ISSUED.

11. TRAINING TRAVEL ORDERS WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:

11.A. WHEN ASSIGNED OR WITH DUTY AT THE TRAINING LOCATION.

11.B. WHEN TRAINING LOCATION AND UPCOMING PERMANENT CHANGE OF STATION (PCS) IS THE SAME. SOLDIER MUST PCS TO INSTALLATION BEFORE COURSE OF INSTRUCTION BEGINS.

11.C. WHEN TRAINING AND LOSING LOCATIONS ARE THE SAME. SOLDIER MAY NOT PCS UNTIL TRAINING IS COMPLETED.

11.D. WHEN TRAINING IS EXECUTED IN A PCS STATUS.

11.E. WHEN ATRRS RESERVATION IS IN A WAIT STATUS.

12. SOLDIERS IN A TDY/ADT STATUS MAY NOT REPORT EARLY TO THE TRAINING BASE. TRAINING ACTIVITIES ARE NOT AUTHORIZED TO DIRECT EARLY ARRIVAL ON CLASS REPORT DATE. SOLDIERS HAVE UNTIL 2400 HOURS ON REPORT DATE TO ARRIVE. DUAL-MILITARY PERSONNEL WHO ARE ASSIGNED TO LODGING AND ELECT TO ATTEND THE SAME COURSE/CLASS ARE NOT AUTHORIZED SEPARATE ACCOMMODATIONS. EXCEPTIONS TO THIS POLICY MUST BE ADDRESSED TO HQDA, G-3/5/7, INSTITUTIONAL TRAINING DIVISION BEFORE EXECUTION OF TRAVEL. DEPENDENTS/FAMILY MEMBERS OF TDY/ADT STUDENTS ARE PROHIBITED AT THE TDY SITE EXCEPT BY INVITATION OF THE RESPECTIVE COMMANDANTS DUE TO CONSTRAINED ACCOMMODATIONS AND SERVICES.

13. COMMANDS MAY AUTHORIZE RENTAL CARS FOR THOSE WHO FLY EXCEPT FOR THOSE UNDER 21 YEARS OF AGE. SOLDIERS MUST BE 21 AND HAVE A CREDIT CARD TO RENT A CAR IN THE STATE OF SOUTH CAROLINA. TAXI SERVICES ARE AVAILABLE FROM THE COLUMBIA METROPOLITAN AIRPORT AND FORT JACKSON.

14. THE DIRECTORATE OF LOGISTICS PROVIDES GOVERNMENT TRANSPORTATION FOR THOSE ATTENDING MOS ADVANCED INDIVIDUAL TRAINING (AIT). THEREFORE, IN AND AROUND MILEAGE FOR SOLDIERS WHO POV AND ATTEND 91B10 WILL NOT BE AUTHORIZED SINCE GOVERNMENT TRANSPORTATION IS PROVIDED. ALL OTHER SOLDIERS MAY BE APPROVED UP TO:

14.A. EIGHT MILES PER DAY IF LODGED ON-POST.

14.B. TWENTY MILES PER DAY IF LODGED OFF-POST.

15. TRAINING ACTIVITIES IDENTIFIED IN PARAGRAPH ONE, AS REQUIRED, WILL BE RESPONSIBLE FOR THE IDENTIFICATION OF RESPECTIVE LODGING REQUIREMENTS, OFF-POST LODGING RESERVATIONS/AUTHORIZATIONS, IF REQUIRED AND INVOICE VALIDATION PROCEDURES.

16. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF ON-POST LODGING COSTS WILL BE ALLOCATED TO THE USA CORPS OF ENGINEERS (USACE) BY HQDA, G-37/TR, USARC, AND DIRECTOR, ARNG. SOLDIERS' LODGING WILL BE FUNDED FROM REPORT DATE TO CLASS END DATE. THE USACE WILL ADMINISTER FUNDS VIA IN-LICENSE AGREEMENTS FOR EACH COMPONENT.

17. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF AC OFF-POST LODGING COSTS, IF REQUIRED, WILL BE ISSUED TO TRADOC BY HQDA, DCS G-37/TR. FUNDING TO SUPPORT THE RESERVE COMPONENTS (RC) OFF-POST REQUIREMENTS REMAINS THE RESPONSIBILITY OF THE USARC AND DIRECTOR, ARNG IN DIRECT COORDINATION WITH USATC&FJ, G-8. THE RC FUNDS WILL BE ISSUED UTILIZING A MILITARY INTERDEPARTMENTAL PROCUREMENT REQUEST. ANY POTENTIAL UNFINANCED REQUIREMENT MUST BE REPORTED TO APPLICABLE COMPONENT FOR FUNDING ADJUDICATION.

18. THE CENTRALIZED PAYMENT OF OFF-POST LODGING COSTS, IF REQUIRED, WILL BE ADMINISTERED BY USATC&FJ, G-8. PAYMENT WILL BE MADE UTILIZING THE GOVERNMENT PURCHASE CARD. TO ENSURE PROPER ROUTING OF CONTRACT TRANSACTIONS PAID WITH THE PURCHASE CARD, WIDE AREA WORK FORCE (WAWF) WILL USE THE CODE "CRCARD" TO IDENTIFY THE PAYING OFFICE (E.G., BLOCK 12 OF THE STANDARD FORM 26).

19. VALIDATION OF THE LODGING INVOICES IS A MANDATORY REQUIREMENT AND IS THE SOLE RESPONSIBILITY OF THE TRAINING ACTIVITIES UNDER THE PURVIEW OF THE DCS, IMT. ADEQUATE INTERNAL CONTROLS MUST BE IN PLACE TO VALIDATE THE CENTRALIZED BILLING PROCESS. VALIDATION OF ON-POST LODGING MUST BE DONE IN COORDINATION WITH USACE. PERIODIC AUDITS WILL BE DONE TO EVALUATE THE ADEQUACY OF INTERNAL CONTROLS.

20. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF SUBSISTENCE REQUIREMENTS, AS APPLICABLE, WILL BE ALLOCATED TO ARMY MATERIEL COMMAND (AMC) BY HQDA, G-37/TR, USARC AND DIRECTOR, ARNG, RESPECTIVELY. SOLDIERS' MEAL REQUIREMENTS WILL BE FUNDED FROM CLASS START DATE TO CLASS END DATE. THE DIRECTOR OF LOGISTICS WILL CONTINUE TO COLLECT CASH FOR GOVERNMENT DEDUCTIBLE MEALS PROVIDED TO SOLDIERS DURING MANDATORY WEEKEND TRAINING EVENTS WHEN SOLDIERS ARE ON WEEKEND MEAL PER DIEM. SOLDIERS WILL BE REQUIRED TO KEEP A LOG (DATE AND NUMBER OF MEALS) OF GOVERNMENT DEDUCTIBLE WEEKEND MEALS PURCHASED FOR TRAVEL REIMBURSEMENT PURPOSES. SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE A. SUBSISTENCE REQUIREMENTS ARE FUNDED FROM CLASS START DATE TO CLASS END DATE IN ACCORDANCE WITH PARAGRAPH EIGHT ABOVE.

21. THIS MESSAGE WILL BE POSTED TO THE HQDA, G-37/TR TRAINING DIRECTORATE WEB SITE AT [HTTPS://WWW.G357EXTRANET.ARMY.PENTAGON.MIL/AKO/ITTG/DEFAULT.HTM](https://www.g357extranet.army.pentagon.mil/ako/ittg/default.htm).

22. THE POINT OF CONTACT FOR THIS MESSAGE IS MRS. MARY ELLEN MCCRILLIS, HQDA, G-3/5/7 AT DSN 224-9702 OR MARY.MCCRILLIS.CIV@MAIL.MIL.

23. EXPIRATION DATE HAS NOT BEEN DETERMINED.